

DISTRICT LEASE CHECKLIST

KRS 65.944(1)(b) and 702 KAR 3:300 establish the requirement and procedures for school district leases in excess of \$100,000 to be approved by the Commissioner of Education.

Completed checklists with the lease documents should be submitted via e-mail to the district's [KETS Field Staff representative](#).

Incomplete checklists or missing information/documents will result in the lease being returned to the district point of contact for correction.

DISTRICT CONTACT AND LEASE INFORMATION

District Name:	<input type="text"/>
District Point of Contact for Lease Questions:	<input type="text"/>
District Contact Phone Number:	<input type="text"/>
District Contact Email:	<input type="text"/>
Lease Commodity (what is being leased)	<input type="text"/>
Units being leased (total number of units)	<input type="text"/>
Leasing Vendor Name:	<input type="text"/>
Lease Effective Date:	<input type="text"/>
Type of Lease:	<input type="text"/>
Number of optional renewal periods:	<input type="text"/>
Total cost of full term lease:	<input type="text"/>
Total cost per unit (cost per item):	<input type="text"/>
Annual lease cost:	<input type="text"/>
Annual per unit cost:	<input type="text"/>
Monthly lease cost:	<input type="text"/>
Monthly per unit cost:	<input type="text"/>
Interest Rate:	<input type="text"/>

ITEMS TO BE INCLUDED IN THE LEASE PACKAGE SUBMITTED TO KDE

See the District Lease Checklist Guidance document for additional information and guidance on required information. It is important to note that missing or incomplete information/documents will result in a halt of the lease review until the district can submit the missing/incomplete information.

1. Completed Lease Checklist
2. District Cover Letter (See sample District Cover Letter & include information from)
 - a. District Superintendent request for KDE lease approval
 - b. District Board of Education approval pending KDE approval (include a copy of the board minutes showing approval)
 - c. District Finance Officer confirmation of district initial and ongoing funding sources and available funds
 - d. District CIO/DTC confirmation of warranty coverage/ongoing support plan
 - Does the lease include warranty (break/fix)? Yes or No
Note any lease that does not include warranty coverage for leased hardware for any portion of the lease term must include an explanation of how the district will address break/fix, including funding for that work.*
 - Does the lease include management/support? Yes or No
 - Does the lease include training/professional development? Yes or No
3. District Board Attorney approval letter
4. Lease Agreement
 - a. New Lease Agreement (Include lease agreement)
 - b. Schedule/Addendum to previously approved lease agreement (include the original signed/approved lease agreement and any schedule/addendum)
5. Initial and ongoing Funding Source (select all that apply)
 - a. General Funds
 - b. Local Funds
 - c. E-Rate Funds
 - d. Other
6. Procurement Source
 - a. KETS Contract (List Contract Number)
 - b. State Master Agreement (Kentucky) List Master Agreement Number
 - c. Other Existing Contract (Include Contract Number, contract Source and a copy of the contract)
 - d. District Bid {Include a copy of the bid, overview score sheet & awarded contract)
 - Total number of vendor responses?
 - Was low bidder selected? Yes or No (if No please explain)
7. Vendor Quote
 - a. Yes, vendor quote is included in lease package
 - b. No, vendor quote is not included in lease package
 - Quote was provided in the form of a district bid response
 - Other (please explain)